



**DEPARTMENT OF PUBLIC SAFETY  
POLICIES & PROCEDURES**



POLICY NUMBER	
OPR:11	
EFFECTIVE DATE: 01/04/2010	ORIGINAL ISSUED ON: 05/22/1992
REVISION NO:  1	

**SUBJECT: ANALYTICAL SERVICES**

## **1.0 PURPOSE**

The purpose of this policy is to establish guidelines for requesting analytical services from the Crime Analysis Unit, New Mexico State Police Investigations Bureau.

## **2.0 POLICY**

It is the policy of the Department of Public Safety to provide analytical support to criminal investigators, and as requested by the Investigations and Uniform Bureaus of the Department of Public Safety, as well as other local, state, and federal law enforcement agencies in order to aid in the identification, arrest, prosecution, and conviction of criminals.

## **3.0 APPLICABILITY**

This policy applies to all personnel of the Department of Public Safety. Additionally, similar methodology will apply in responding to requests for analytical services from agencies outside of DPS.

## **4.0 REFERENCES**

**NONE**

## **5.0 DEFINITIONS**

- A. Analytical Services** – Strategic and tactical analysis of investigative data.
- B. Crime Analysis Unit (CAU)** – Conducts detailed research to identify crime trends activity distribution, effectiveness of in-progress or proposed enforcement strategies, legislative impact studies, and special projects as required.
- C. Strategic Analysis** – Analysis involving in-depth research of long-term crime trends, which assist in generating projections of increases or decreases in crime. Examples include proactive criminal threat assessments and predicting trends and patterns of current and future criminal activity.
- D. Tactical Analysis** – Analysis that assists immediate law enforcement needs and supports short-range purposes, usually conducted in support of a specific criminal investigation, i.e., link analysis, financial analysis, telephone toll analysis, etc.

## **6.0 PROCEDURE**

The Crime Analysis Unit (CAU) is under the supervision of the New Mexico State Police Investigations Bureau. The CAU will assist the Uniform and Investigations Bureaus and other local, state and federal law enforcement agencies in the identification, arrest, prosecution and conviction of criminals. The CAU is committed to assist in the compilation, interpretation, analysis, and presentation of investigative information.

The CAU utilizes computer-assisted graphic analysis systems to generate visual products in support of law enforcement operations. These products may assist in identifying unexplored case leads, depicting criminal conspiracies, and outlining investigative event development. These products may also be used to impart criminal activity information or law enforcement

issues to prosecutors and/or juries relating to criminal investigations. CAU, at the present time, is the only unit in the department that does criminal analysis.

- A. All requests for analytical services will be evaluated on an individual basis by the Analytical Unit Supervisor.
- B. All requests should begin with a preliminary discussion between the Analytical Unit and the requesting entity on analytical project feasibility. In those cases where the analytical project is intended to assist a prosecutor, it is the responsibility of the case agent to coordinate this project with the relative prosecutor and ensure that the requested analytical project will meet the desired needs for prosecution.
- C. Following the preliminary discussion, a request must be made in writing by the case agent. Correspondence will include prosecution deadlines.
- D. In the evaluation of requests for analytical services, priority will be given to those requests that have a court deadline and/or are based on type of crime with violent crimes/crimes against persons being priority.
- E. Upon acceptance of the project by the analytical unit, a relationship is established between the case agent (s) and the Criminal Analyst (CA). This relationship is based on mutual cooperation.
  - 1. The case agent (s) shall supply all newly identified information in a timely manner to the analyst;
  - 2. The analyst shall inform the case agent (s) of the need for any follow up investigative requirements;
  - 3. The case agent (s) shall complete any such requests for additional information.
  - 4. This need for coordinated cooperation is based on the realization that analysts can only base their analysis on available information, thus the continual updating by the requesting agency or case agent of previously provided information is essential to the analytical process.
- F. During the analytical process, regular meetings and or discussions will be held, as needed, to insure proper information flow between the analyst and case agent (s). A final meeting will be held between the analyst and the requesting authority prior to the release of final analytical project reports. It is during this meeting that the analyst will provide an oral and written briefing on the project results.
- G. All completed analytical products will be reviewed by the analytical unit supervisor before being turned over to the requesting entity. A report documenting the details of the analysis and recommendations will be prepared by the analyst for each completed case.

### **H. Overview of Process for Analytical Services**

- 1. A preliminary meeting between the Analytical Supervisor and the requester is held to assess analytical support feasibility.
- 2. The case agent briefs the prosecutor and ensures the project meets the desired needs of the prosecution team.
- 3. The requesting entity:
  - a. Requests in writing the analytical services required.
- 4. The Analytical Supervisor assigns the projects to a Criminal Analyst (CA).

5. The Criminal Analyst:
  - a. The assigned CA meets with the case agent and discusses the project.
  - b. The assigned CA receives copies of all investigative reports and information pertinent to the analysis.
  - c. The CA gives the case agent a projected time frame for completion of the project.
  - d. The CA and case agent maintain contact and hold regular meetings for the duration of the analytical project.
6. The case agent will:
  - a. Provide the CA with all investigative information as it is generated.
  - b. Provide all follow-up investigative activity that is requested by the CA.
7. At the completion of the project the Analytical Unit Supervisor reviews and approves the products.
8. The CA will:
  - a. Meet with the requesting entity and present the analytical product along with an oral briefing on the results of the project, including recommendations for further investigative activity.
  - b. Prepare final written reports.
9. The Analytical Unit Supervisor reviews and approves the final report.
10. The CA will:
  - a. Provide a copy of the final, approved report to the requesting agency.
  - b. Secure copies of the analytical product and reports generated in the Analytical online File System. Ensure that all copies of information supplied by the requesting agency are returned for their disposition.

### 7.0 ATTACHMENTS

NONE

### 8.0 APPROVAL

APPROVED BY: s/John Denko  
DPS Cabinet Secretary

DATE: January 4, 2010